



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

May 25, 2007

STAFF SERVICES ANALYST

\$2,724 - \$4,300 per month

Under the supervision of the Staff Services Manager I, in the Records Management Unit, this position supports the California State Lands Commission (CSLC) in the management (including creation, access, storage, retention, and destruction) of electronic records. This position will also coordinate the agency's Public Records Act requests.

DUTIES AND RESPONSIBILITIES:

- Works with CSLC Administrative and Information Services Division (AISD) staff to develop, test, and implement an agency-wide Electronic Records Management System; integrate existing records, and their respective description and location information with proposed management system(s); and incorporate paper and electronic records information;
- Provides assistance analyzing, designing, revising, testing, integrating, and uploading electronic records into a web-based access environment; may act as a lead "gate-keeper" to determine electronic records retention;
- Provides support to other divisions maintaining web-based electronic records access and storage;
- Assists with the development, testing, and implementation of procedures for controlling the creation, usage, storage, and destruction of all electronic records, including calendar and minute items, in both web and print format;
- Assists and works closely with Records Management staff;
- May direct and train other staff members in utilizing an electronic records management system;
- Coordinates, manages, and analyzes requests made to the CSLC under the California Public Records Act;
- Assists CSLC staff with other administrative services, as needed.

DESIRABLE EXPERIENCE AND QUALIFICATIONS:

- This position will work primarily with electronic records. Applicants should have a strong desire to work in the Electronic Content Management (ECM) area. ECM experience, with ECM certification desirable; however, the department will train if necessary;

- Strong familiarity with Microsoft Office Suite in a Windows environment;
- A strong records management background or a desire to work in the area;
- Ability to interact professionally with staff and the public;
- Good attendance and dependability;
- Good organizational skills and self-motivation;
- Good judgment and tact.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825
(916) 574-1910 or FAX (916) 574-1915

Faxed and e-mailed applications will not be considered.

FINAL FILING DATE: June 25, 2007

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility, or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.